



## State of Utah

SPENCER J. COX  
*Governor*

DEIDRE M. HENDERSON  
*Lieutenant Governor*

## Department of Human Services

TRACY S. GRUBER  
*Executive Director*

NATE CHECKETTS  
*Deputy Director*

DAVID LITVACK  
*Deputy Director*

Date: August 24, 2021  
To: Nate Winters, DHS Assistant Deputy Director  
From: Curt Williams, Financial Analyst III, DHS Office of Fiscal Operations  
RE: Canyonlands – Walk-in Cooler Repair. Emergency Procurement using Small Purchasing Rule

Please see the attached information regarding \$675.00 for emergency repairs by Action Air to the walk-in cooler at Canyonlands Youth Center.

On July 23, 2021, Bureau of Finance was notified by Gary Bayles of an emergency with the walk-in cooler at Canyonlands not maintaining adequate temperature for cold food storage. The invoice for the repair was emailed August 20, 2021. Using Small Purchasing Rule for procurement without utilizing contracted vendor on basis this was an emergency. The holder of the emergency procurement LPD would need to make the determination this circumstance is an emergency.

See attached Utah Code: Small purchases.63G-6a-506(4-5)

### Attachments:

- Email notification and justification for vendor choice.
- Invoices for walk-in repair
- Utah Code: Small purchases.63G-6a-506(4-5)

Approval of this Emergency Small Purchase

  
Nate Winters (Aug 24, 2021 17:19 MDT)

Nate Winters, DHS Assistant Deputy Director

On behalf of Department Executive Director's Office



Curt Williams (DHS) <chwilliams@utah.gov>

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## Canyonlands walk in cooler repair

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Harsha Naveen DHS <hnaveen@utah.gov>

Fri, Aug 20, 2021 at 4:16 PM

To: "Curt Williams (DHS)" <chwilliams@utah.gov>

Hello Curt,

Here is the invoice for the emergency walk in cooler repair at Canyonlands Youth Center that we reported on 7/23/21. Please confirm if we can pay this invoice as a regular payment.

Thank you,  
Harsha Naveen  
Administrative Services Manager  
385-348-1006  
hnaveen@utah.gov  
human services

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 Action Air (6).pdf  
790K



Curt Williams (DHS) <chwilliams@utah.gov>

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## Emergency repair to cooler

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Gary Bayles (DHS) <gdbayles@utah.gov>

Fri, Jul 23, 2021 at 10:50 AM

Reply-To: dhsfinance@utah.gov

To: DHSFINANCE <dhsfinance@utah.gov>, Harsha Naveen DHS <hnaveen@utah.gov>, "Steve Bennett (DHS)" <stbennet@utah.gov>, "Daphanie Meyers (DHS)" <dmeyers@utah.gov>

The walk-in cooler was not cooling needed to have it fixed ASAP to prevent loss of everything in it so I called Mike of Action Air. He came right over and found the problem a leak in the gas and fixed the leak and added more gas. Got working again, cost of repair is \$675.00.

—

GARY BAYLES  
CANYONLANDS YOUTH CENTER  
244 West 1600 South  
Blanding Ut. 84511  
[gdbayles@utah.gov](mailto:gdbayles@utah.gov)  
(435) 678-3140 ext. 206



# State of Utah

Department of Human Services  
Division of Juvenile Justice Services

Canyonlands

244 Ruin Road  
Blanding, UT 84511-3908  
435-678-3079

## PURCHASE ORDER

Purchase Order # **9301 - 07/23/21 - 10:37 - GB**

The Purchase Order Number (UNIT-DATE-TIME) must appear on all related correspondence, shipping papers and invoices.

P.O. DATE	PURCHASED FOR:	NOT TO EXCEED THE DOLLAR AMOUNT OF:	
7/23/2021	MAINTENANCE	\$	675.00

Vendor:

ACTION AIR

#N/A

#N/A

#N/A

#N/A

### #N/A

BILLING ADDRESS IF DIFFERENT THAN ABOVE:

### Purchasing Policy (Check 1 box only)

- ☐ Purchase is on a DJJS Contract  Contract #
- ☐ Purchase is available from another State Agency
- ☐ Purchase is on a State Cooperative Contract  Contract #
- ☒ Purchase of \$1000 or less (If items are **NOT** on Contract, select best source **AND** complete Justification Form)  
(If items **ARE** on Contract but not purchased, select best source **AND** complete Justification Form)
- ☐ Purchase of \$1001-\$5000 (If items are **NOT** on Contract, develop Scope of Work and contact vendors.  
Telephone Quote Sheet **MUST** be attached with at least two quotes [3 is better]  
considering either least cost or best advantage.)  
(If items **ARE** on Contract, but not purchased, attach Scope, Quotes **AND** Justification Form)
- ☐ Sole Source over \$1000 (Contact your SSC for assistance) Sole Source Approval #
- ☐ Purchase \$5001-\$20,000 non-contract (Contact Nancy Staker for assistance. Requires Scope of Work)
- ☐ Is Purchase a Fixed Asset? ☐ YES ☐ NO Description  Location

### FINET CODES (State Clerical Staff Only)

1000	200	9301	KJC	JW			
Fund	Dept	Unit	Appr Unit	Activity	Object Code(s)	Function	
QTY	ITEM DESCRIPTION (attach extra pages if needed)					\$\$ EA	AMOUNT
1.00	FIX LEAK AND ADDED GAS					\$ 675.00	\$ 675.00
							\$ -
							\$ -
							\$ -
						\$ -	\$ -
	Please remember to add applicable shipping charges NO SALES TAX WILL BE PAID - Form TC-721G upon request					TOTAL	\$ 675.00

X   
Requested by signature  
**GARY BAYLES**  
Requested by (Print Name)

X   
Authorized by signature  
**APD**  
Title  
Date 07/23/21



**Justification For Not Purchasing On State Contract**

**THIS FORM IS REQUIRED FOR ALL NON CONTRACT PURCHASES**

☐ **Minimum quantity exceeds our needs.**

Contract Number:

Contract minimum order is:

Our order is for only:

Did you contact Vendor and ask if they will make an exception?

Circle one: YES NO

☐ **Minimum quantity exceeds our storage capacity.**

Contract Number:

Contract minimum order is:

Our order is for only:

Did you contact Vendor and ask if they will make an exception?

Circle one: YES NO

☐ **Minimum packaging exceeds our needs.**

Contract Number:

Contract minimum package is:

Our package needs are:

Did you contact Vendor and ask if they will make an exception?

Circle one: YES NO

☐ **Unable to meet our delivery schedule.**

Contract Number:

Number of days required for delivery - as stated on contract:

We need item by:

Vendor can deliver on:

Did you contact the vendor and ask if item was in stock?

Circle one: YES NO

*If NO, please call vendor and ask.*

Can the Vendor meet your delivery date?

Circle one: YES NO

*If YES, purchase from contract. If NO, get in writing.*

Have you contacted another multi-award vendor with the same questions?

Circle one: YES NO

Contract #

If multiple vendors cannot meet your delivery date, okay to buy from another source.

*You are required to plan ahead to allow for delivery. Contact SSC if not delivered timely so Purchasing may follow-up with Vendor.*

☐ **Contract items do not meet our specifications of quality.**

Contract Number:

*This checkbox requires written **PRE-AUTHORIZATION** from State Purchasing prior to making purchase.*

*Please contact your SSC prior to ordering to obtain approval for you.*

☒ **This was an emergency purchase, meeting one of the following criteria (check one):**

☒ Item(s) is/are for an immediate repair to a facility or equipment.

☐ Item(s) is/are for another emergency condition:

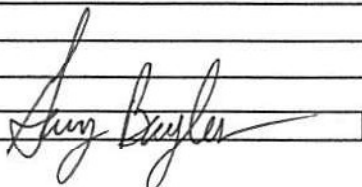
Explain:

*If using the option, you MUST ATTACH a written documentation describing the emergency, and stating how you selected the procurement item using as much competition as possible. Please also describe how the emergency circumstance created harm, or risk of harm, to public health, welfare, safety or property. CONTACT YOUR SSC WITH THIS INFORMATION IMMEDIATELY.*

☐ **There is not a contract for this/these item(s).**

**Explain in detail below what you are purchasing and what contracts you looked at first.**


Gary Bayles  
SIGNATURE



7/23/2021  
DATE



#3151

SOLD TO  
Congo Lands Youth Center  
244 W. Old Ruw Rd.  
Blairburg UT. 84511  
(435) 213-7264

ORDER TAKEN BY  
mike

CUSTOMER ORDER #

JOB LOCATION  
Blending Youth CTR. kitchen

STARTING DATE  
7-23-21

Net 30

WORK ORDERED	7-23-21 Per Gary
DATE ORDERED	7-23-21
DATE COMPLETED	7-23-21

TOTAL LABOR	140.00
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TOTAL MATERIALS	53500
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TOTAL MISCELLANEOUS

SUBTOTAL

Tax exempt TAX	N/A
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GRAND TOTAL 675

AUTHORIZED SIGNATURE

10-11

**Effective 7/1/2021**

**63G-6a-506 Small purchases.**

(1) As used in this section:

- (a) "Annual cumulative threshold" means the maximum total annual amount, established by the rulemaking authority under Subsection (2), that a procurement unit may expend to obtain procurement items from the same source under this section.
- (b) "Individual procurement threshold" means the maximum amount, established by the rulemaking authority under Subsection (2), for which a procurement unit may purchase a procurement item under this section.
- (c) "Single procurement aggregate threshold" means the maximum total amount, established by the rulemaking authority under Subsection (2), that a procurement unit may expend to obtain multiple procurement items from one source at one time under this section.

(2)

- (a) The rulemaking authority may make rules governing small purchases of any procurement item, including construction, job order contracting, design professional services, other professional services, information technology, and goods.
  - (b) Rules under Subsection (2)(a) may include provisions:
    - (i) establishing expenditure thresholds, including:
      - (A) an annual cumulative threshold;
      - (B) an individual procurement threshold; and
      - (C) a single procurement aggregate threshold;
    - (ii) establishing procurement requirements relating to the thresholds described in Subsection (2)(b)(i); and
    - (iii) providing for the use of electronic, telephone, or written quotes.
  - (c) If a procurement unit obtains administrative law judge service through a small purchase standard procurement process, rules made under Subsection (2)(a) shall provide that the process for the procurement of administrative law judge service include an evaluation committee described in Subsection 63G-6a-116(3).
- (3) Expenditures made under this section by a procurement unit may not exceed a threshold established by the rulemaking authority, unless the procurement official gives written authorization to exceed the threshold that includes the reasons for exceeding the threshold.
- (4) Except as provided in **Subsection (5)**, an executive branch procurement unit may not obtain a procurement item through a small purchase standard procurement process if the procurement item may be obtained through a state cooperative contract or a contract awarded by the chief procurement officer under Subsection 63G-6a-2105(1).

**(5) Subsection (4) does not apply if:**

- (a) the procurement item is obtained for an unanticipated, urgent, or emergency condition, including:
  - (i) an item needed to avoid stopping a public construction project;
  - (ii) an immediate repair to a facility or equipment; or
  - (iii) another emergency condition; or
- (b) the chief procurement officer or the procurement official of a procurement unit that is an executive branch procurement unit with independent procurement authority:
  - (i) determines in writing that it is in the best interest of the procurement unit to obtain an individual procurement item outside of the state contract, comparing:
    - (A) the contract terms and conditions applicable to the procurement item under the state contract with the contract terms and conditions applicable to the procurement item if the procurement item is obtained outside of the state contract;